

IC/HRG Open Enrollment Process

These directions can be used by both ICs or HRGs to enter Open Enrollment changes. Members should use ESS, however if they do not, ICs or HRGs can enter data for them into KHRIS using a paper application. Paper applications should be kept on file locally for documentation.

PLEASE NOTE THAT IF YOU ARE WORKING ON A CROSS REFERENCE HEALTH APPLICATION IT SHOULD BE SENT TO DEI FOR PROCESSING. YOU WILL BE ABLE TO ENROLL CROSS REFERENCE HOLDERS INTO HEALTH AND DEPENDENT FSA PLANS.

1. ICs Go to the portal/ HRGS go to SAP Logon
2. Login using your login credentials
3. ICs Go to the IC NCP tab – once there click on the KHRIS Transactions folder

Once in the system, Open Enrollment processing takes place under two sections PA30 and HRBEN001

PA30

Click the Benefits tab; use the search functionality beside the Personnel Number box to find the member

1. **Click on 0021 Family Member/Dependents**
2. Click Display (ICs see “Display” as an option, HRGs see an eyeglass icon)
3. Verify your dependents
4. Click Back (ICs see “Back” as an option, HRGs see an icon that is a green circle with an arrow pointing left)
5. To add dependents if needed as requested during open enrollment
6. Click Create (ICs see “Create” as an option, HRGs see an icon that is a blank sheet of paper)
7. Click on the appropriate Dependent Type CHILD or SPOUSE
8. Change the Start Date to the signature date of the Open Enrollment Application
9. Verify the last name is correct, if not change it
10. Enter the First Name, Middle Initial, Birthdate, and Social Security Number
11. If you do not have a Social Security Number enter 999999999
12. Click Save (ICs see “Save” as an option, HRGs see a Save icon)
13. **Click on 0376 Smoking Status**
14. Click Display (ICs see “Display” as an option, HRGs see an eyeglass icon)
15. Verify the member’s smoker status
16. Click Back (ICs see “Back” as an option, HRGs see an icon that is a green circle with an arrow pointing left)
17. To change the smoker status
18. Click Copy (ICs see “Copy” as an option, HRGs see an icon that looks like two pieces of overlapping paper)
19. Change the Start Date to **01/01/2012**
20. Click the Smoker box
21. Click Save (ICs see “Save” as an option, HRGs see a Save icon)
22. **Click on 0378 Adjustment Reason**
23. Click Display (ICs see “Display” as an option, HRGs see an eyeglass icon)
24. Verify the member has an Adjustment Reason of Open Enrollment with a start date of 10/10/2011 and a to date of 10/28/2011
25. Click Back (ICs see “Back” as an option, HRGs see an icon that is a green circle with an arrow pointing left)
26. **IF members do NOT have an Open Enrollment Adjustment Reason contact DEI or the KHRIS help desk.**

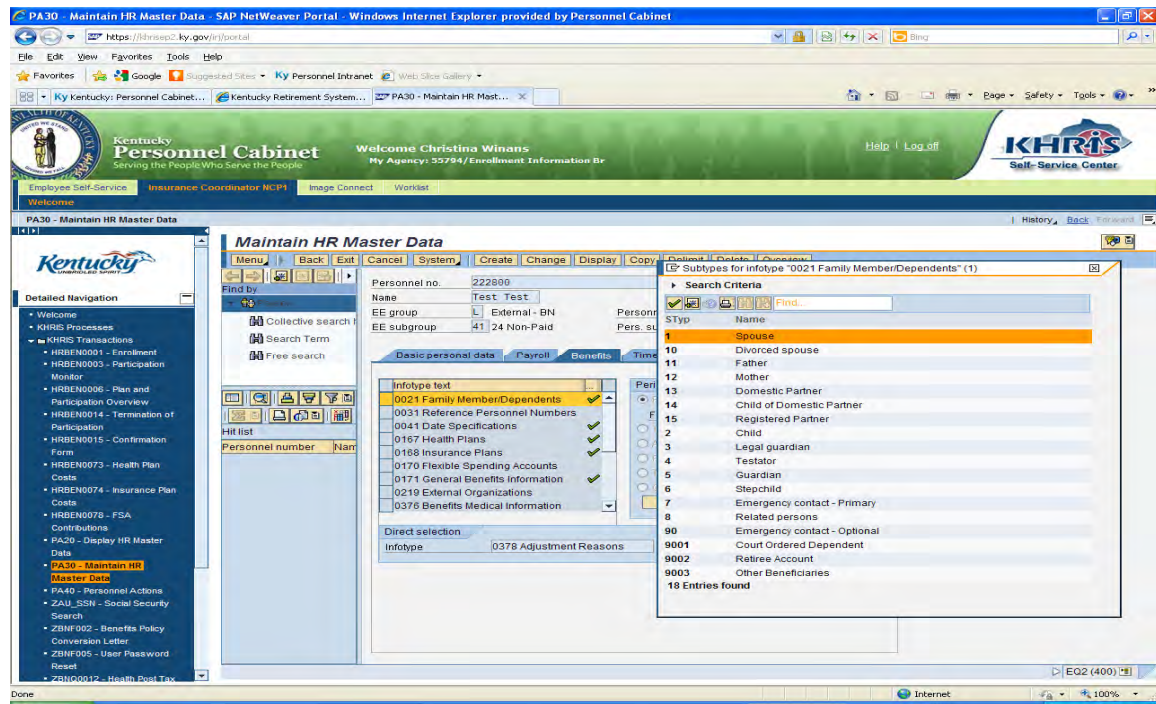
Once PA30 steps are done go to HRBEN0001

HRBEN0001

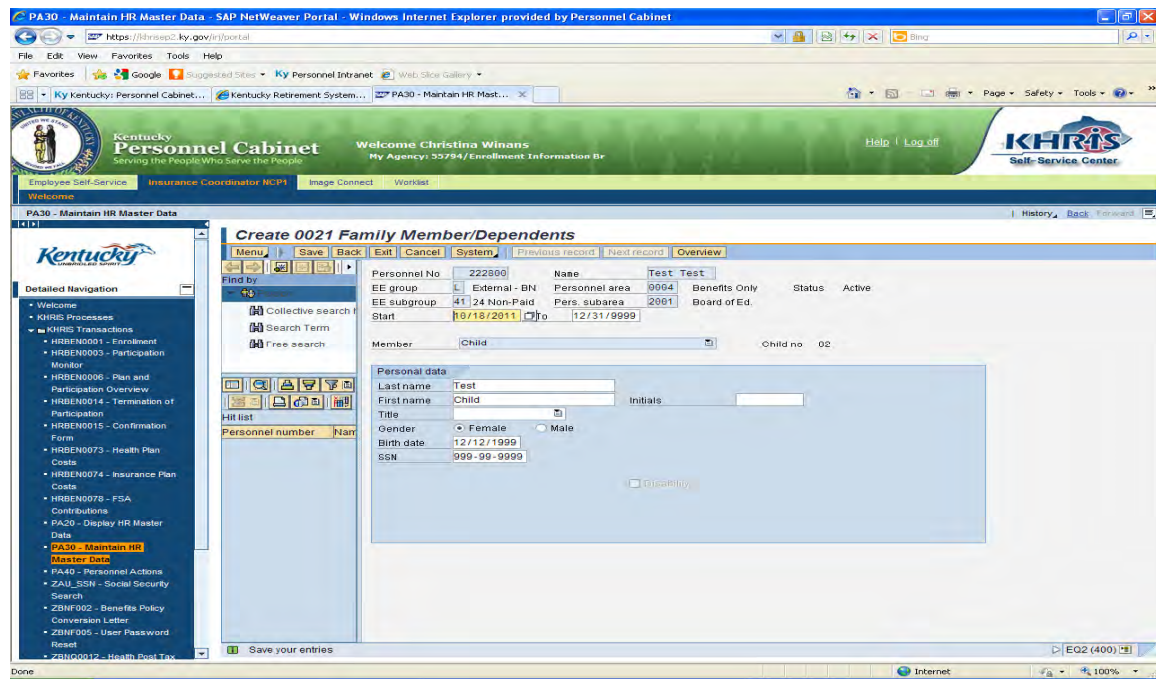
1. Under the Enroll area on the right, change the Calendar Date to signature date on OE app by clicking on the “Change Date” icon
2. On the left hand side enter employee’s personnel number
3. Click “Select”
4. Highlight “Open Enrollment”
5. Click on “Get Offer”
6. Double click on the Plan Option for the Medical Plan
 - a. Once you click on an option a new box will pop up
 - b. If the member is adding dependents click on the “Dependents” tab and check the dependents he/she is adding to the plan
 - i. If the dependents are not there please see steps 1-12 under PA30, verify that the dates used to add dependents are the same date used in step 1 for HRBEN0001
 - c. Click on the “Option” tab and click on the drop down box and choose the correct coverage level
 - d. Click Accept
7. If the member has **not elected** to participate in a Medical or Dependent Care FSA, **click “Enroll”**
 - a. This will bring up a new box, Click “Enroll”
 - b. Another box will pop up, Click “Confirmation” to print an enrollment Confirmation Sheet
 - c. This brings up another box; change the Output Device to ZPDF or ZADS
 - d. Click Print Preview or Print; If you click Print Preview you will need to click the Print Icon on the new box, then click “Back” (ICs see “Back” as an option, HRGs see an icon that is a green circle with an arrow pointing left)
 - e. Click Continue
8. If the member **has elected** to participate in a Medical or Dependent Care FSA click on the Healthcare and/or Dependent Care FSA
 - a. This will bring up a new box, enter the yearly contribution for the Medical or Dependent Care FSA in the “Contribution” box then click Accept
9. Once you have entered all the plans for the member Click “Enroll”
 - a. This will bring up a new box, Click “Enroll”
 - b. Another box will pop up, Click “Confirmation” to print an enrollment Confirmation Sheet
 - c. This brings up another box; change the Output Device to ZPDF or ZADS
 - d. Click Print Preview or Print; If you click Print Preview you will need to click the Print Icon on the new box, then click “Back” (ICs see “Back” as an option, HRGs see an icon that is a green circle with an arrow pointing left)
 - e. Click Continue

This is the End of the Open Enrollment Entry Process

Screen shots of Note for ICs



PA30 Create Infotype 0021



Info Type 021 Added child with Signature date used as Start Date

PA30 - Maintain HR Master Data - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://hrsap2.ky.gov/portal

File Edit View Favorites Tools Help

Ky Personnel Intranet Web Slice Gallery

Ky Kentucky: Personnel Cabinet... Kentucky Retirement System... PA30 - Maintain HR Mast...

Page Safety Tools

Kentucky Personnel Cabinet

Welcome Christina Winans

My Agency: 55794/Enrollment Information Br

Help Log off

KHRIS Self-Service Center

Employee Self-Service Insurance Coordinator MCP1 Image Connect Worklist

PA30 - Maintain HR Master Data

History Back Forward

Create 0376 Benefits Medical Information

Menu Save Back Exit Cancel System Previous record Next record Overview

Find by

Collective search help

Search Term

Free search

Personnel No 222800001-34-5555 Name Test Test

Payroll area BN Org unit Fayette County Bd of Ed

Start 01/01/2011 to 12/31/9999

Smoker

Hit list

Personnel number Name

EQ2 (400)

Done

Infotype 0376 Created or Copied to change smoker status with 01/01/2012 Start Date

PA30 - Maintain HR Master Data - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://hrsap2.ky.gov/portal

File Edit View Favorites Tools Help

Ky Personnel Intranet Web Slice Gallery

Ky Kentucky: Personnel Cabinet... Kentucky Retirement System... PA30 - Maintain HR Mast...

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KHRIS Self-Service Center

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PA30 - Maintain HR Master Data

History Back Forward

Copy 0378 Adjustment Reasons

Menu Save Back Exit Cancel System Previous record Next record Overview

Find by

Collective search help

Search Term

Free search

Personnel No 222800001-34-5555 Name Test Test

Payroll area BN Org unit Fayette County Bd of Ed

Start 10/10/2011 to 10/28/2011

Adjustment Reason Data

Benefit area Comm of KY

Adjustment reason Open Enrollment

Hit list

Personnel number Name

EQ2 (400)

Done

Infotype 0378 with Open Enrollment Adjustment Reason with Start Date 10/10/2011 and To Date 10/28/2011

Enrollment

Direct selection

Enroll

Offer selection

Open Enrollment

Plan	Status	Validity period	Activity
CW Optimum PPO		01/01/2012 - 12/31/9999	
CW Maximum Choice		01/01/2012 - 12/31/9999	
Waive Coverage with HRA		01/01/2012 - 12/31/9999	
Waive Coverage without HRA		01/01/2012 - 12/31/9999	
Forced Waiver NO HRA		01/01/2012 - 12/31/9999	
Waiver Dental/Vision Only HRA		01/01/2012 - 12/31/9999	
Medical FSA		01/01/2012 - 12/31/9999	
Healthcare FSA		01/01/2012 - 12/31/9999	
Dependent FSA		01/01/2012 - 12/31/9999	

HRBEN0001 with Personnel Number, Enroll Date changed to Application Signature Date and “Get Offer” clicked

Enrollment

Direct selection

Enroll

Offer selection

Open Enrollment

Plan	Status	Validity period	Activity
CW Optimum PPO		01/01/2012 - 12/31/9999	
CW Maximum Choice		01/01/2012 - 12/31/9999	
Waive Coverage with HRA		01/01/2012 - 12/31/9999	
Waive Coverage without HRA		01/01/2012 - 12/31/9999	
Forced Waiver NO HRA		01/01/2012 - 12/31/9999	
Waiver Dental/Vision Only HRA		01/01/2012 - 12/31/9999	
Medical FSA		01/01/2012 - 12/31/9999	
Healthcare FSA		01/01/2012 - 12/31/9999	
Dependent FSA		01/01/2012 - 12/31/9999	

HRBEN0001 New Medical Plan Election Clicked, New Dependent Added

HRBEN0001 - Enrollment - SAP NetWeaver Portal - Windows Internet Explorer provided by Personnel Cabinet

https://hrbep2.ky.gov/vs/portal

File Edit View Favorites Tools Help

★ Favorites Google Suggested Sites Ky Personnel Intranet Web Site Gallery

Ky Kentucky: Personnel Cabinet... Kentucky Retirement System... HRBEN0001 - Enrollment ...

Page - Safety - Tools

Kentucky Personnel Cabinet
Serving the People Who Serve the People

Welcome Christina Winans
My Agency: 55784/Enrollment Information Br

Help Log off

KHRIS
Self-Service Center

Employee Self-Service Insurance Coordinator MCP1 Image Connect Worklist

Welcome

HRBEN0001 - Enrollment

History Back Forward

Enrollment

Menu Back Exit Cancel System

Maintain Flexible Spending Account

Pers.No. 222800 Test Test on 10/18/2011 Overview

P1an Dependent Care FSA

Start 01/01/2012 - 12/31/9999

☐ Stop participation in period

Target contribution period 01/01/2012-12/31/2012

Contribution 2,000.00 USD

Accept

General Notice

Enrollment period
10/10/2011 - 10/28/2011
01/01/1800 - 12/31/9999

Undo selection

Error List

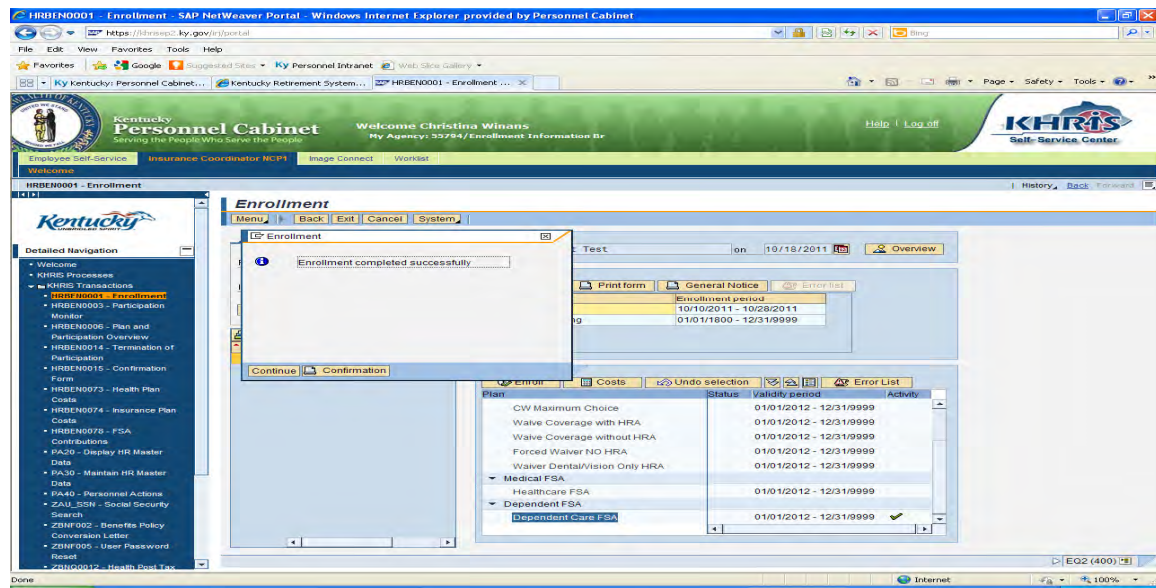
Plan	Status	Validity period	Activity
CW Maximum Choice		01/01/2012 - 12/31/9999	
Waive Coverage with HRA		01/01/2012 - 12/31/9999	
Waive Coverage without HRA		01/01/2012 - 12/31/9999	
Forced Waiver NO HRA		01/01/2012 - 12/31/9999	
Waiver Dental/Vision Only HRA		01/01/2012 - 12/31/9999	
Medical FSA			
Healthcare FSA		01/01/2012 - 12/31/9999	
Dependent FSA			
Dependent Care FSA		01/01/2012 - 12/31/9999	✓

Done Internet 100%

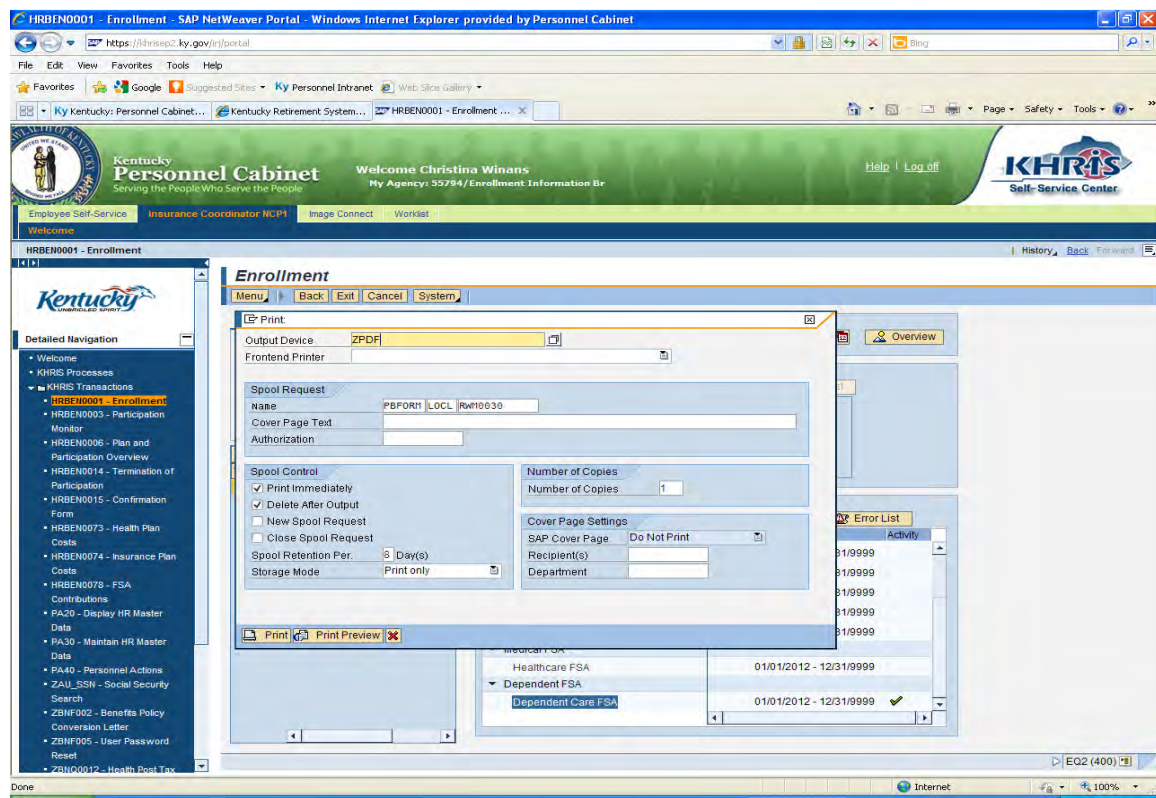
HRBEN0001 New Dependent Care FSA Election Clicked and Annual Amount Entered

The screenshot shows the Kentucky Personnel Cabinet website. The main header includes the logo and the text "Welcome Christina Winans, My Agency: 33794/Enrollment Information Br". Below the header, there are navigation links for "Employee Self-Service", "Insurance Coordinator (CIP)", "Image Connect", and "Worklist". The "Enrollment" section is active, showing a confirmation dialog for selected actions. The dialog contains a table with columns "Activity", "Plan", "From", and "To". The table lists two actions: "Change" and "Create", both for the "CW Capitol Choice" plan, with dates from 01/01/2012 to 12/31/9999. The dialog also includes a "General Notice" section with a date range of 10/2011 - 10/28/2011. The background shows the website's navigation menu with links for "Welcome", "KHRIS Processes", "KHRIS Transactions", "HRBEN0001 - Enrollment", "HRBEN0003 - Participation Monitor", "HRBEN0006 - Plan and Participation Overview", "HRBEN0014 - Termination of Participation", "HRBEN0015 - Confirmation Form", "HRBEN0073 - Health Plan Costs", "HRBEN0074 - Insurance Plan Costs", "HRBEN0076 - FSA Contributions", "PA30 - Display HR Master Data", "PA30 - Maintain HR Master Data", "PA40 - Personnel Actions", "ZAU_SSN - Social Security Search", "ZBNF002 - Benefits Policy Conversion Letter", "ZBNF005 - User Password Reset", and "ZBNF0012 - Health Post Tax".

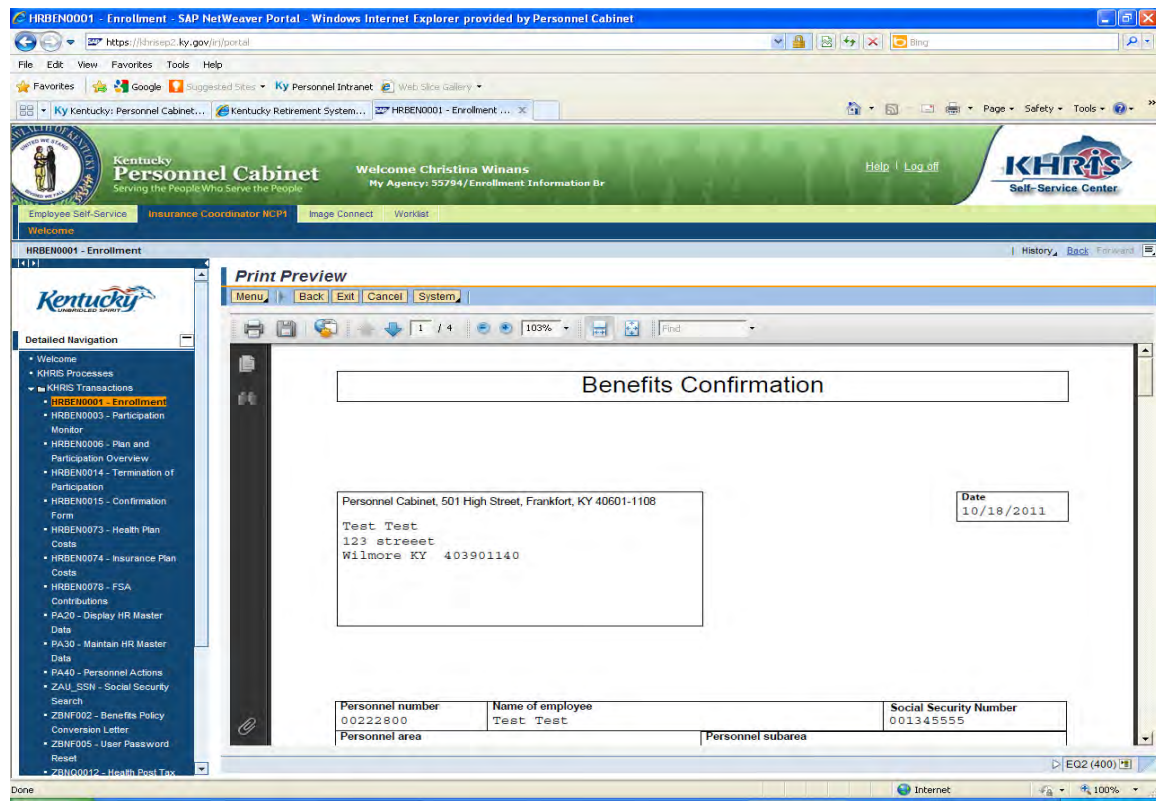
HRBEN0001 After Enroll is clicked the first time



HRBEN0001 after Enroll is clicked the second time



HRBEN0001 after Confirmation button is clicked and Output Device is changed to ZPDF or ZADS



Print Preview Screen you can click the print icon for a confirmation

Screen shots of Note for HRGs

HR master data Edit Goto Extras Utilities(M) Settings System Help

Maintain HR Master Data

Personnel no. 222800
 Name Test Test Status Active
 EE group L External - BN Personnel area 0004 Benefits Only
 EE subgroup 41 24 Non-Paid Pers. subarea 2001 Board of Ed.

Basic personal data Payroll Benefits Time Taxes Planning Data

Infotype text S.
 0021 Family Member/Dependents ✓
 0031 Reference Personnel Numbers
 0041 Date Specifications ✓
 0167 Health Plans ✓
 0168 Insurance Plans ✓
 0170 Flexible Spending Accounts ✓
 0171 General Benefits Information ✓
 0219 External Organizations
 0376 Benefits Medical Information

Period
 From To
☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To Current Date ☐ Last month
☐ Current Period ☐ Current Year
 Choose

Direct selection
 Infotype 0021 Family Member/Dependen STy

Enter a subtype

Subtypes for infotype "0021 Family Member/Dependents" (1) 18 Entries found

Restrictions

STyp Name

1	Spouse
10	Divorced spouse
11	Father
12	Mother
13	Domestic Partner
14	Child of Domestic Partner
15	Registered Partner
2	Child
3	Legal guardian
4	Testator
5	Guardian
6	Stepchild
7	Emergency contact - Primary
8	Related persons
90	Emergency contact - Optional
9001	Court Ordered Dependent
9002	Retiree Account
9003	Other Beneficiaries

18 Entries found

PA30 Create Infotype 0021 with pop-up box

Infotype Edit Goto Extras System Help

Create 0021 Family Member/Dependents

Personnel No 222800 Name Test Test

EE group L External - BN Personnel area 0004 Benefits Only Status Active

EE subgroup 41 24 Non-Paid Pers. subarea 2001 Board of Ed.

Start 10/18/2011 To 12/31/9999

Member Child Child no 03

Personal data

Last name Test

First name Child Initials

Title

Gender ☒ Female ☐ Male

Birth date 12/12/1999

SSN 999999999

☐ Disability

Info Type 021 Added child with Signature date used as Start Date

Infotype Edit Goto Extras System Help

Create 0376 Benefits Medical Information

Personnel No 222800 001-34-5555 Name Test Test

Payroll area BN Org. unit Fayette County Bd of Ed

Start 01/01/2012 to 12/31/9999

☒ Smoker

Infotype 0376 Created or Copied to change smoker status with 01/01/2012 Start Date

Infotype Edit Goto Extras System Help

Copy 0378 Adjustment Reasons

Find by: Person

Collective search help
Search Term
Free search

Personnel No. 222800 001 - 34 - 5555 Name Test Test
Payroll area BN Org. unit Fayette County Bd of Ed
Smoker X
Start 10/10/2011 to 10/28/2011

Adjustment Reason Data
Benefit area Comm of KY
Adjustment reason Open Enrollment

Hit list
Personnel numb. Name

Infotype 0378 with Open Enrollment Adjustment Reason with Start Date 10/10/2011 and To Date 10/28/2011

Enrollment Edit Goto System Help

Enrollment

Direct selection Selection set

Personnel no. ID number Select

Pers.No. Name
222800 Test Test

Enroll Name Test Test on 10/18/2011 Overview

Offer selection
Get offer Print form General Notice Error list

Possible offers	Enrollment period
Open Enrollment	10/10/2011 - 10/28/2011
Life Beneficiary Chg	01/01/1800 - 12/31/9999

Open Enrollment
Enroll Costs Undo selection Error List

Plan	Status	Validity period	Activity
CW Capitol Choice	■	01/01/2012 - 12/31/9999	
CW Optimum PPO		01/01/2012 - 12/31/9999	
CW Maximum Choice		01/01/2012 - 12/31/9999	
Waive Coverage with HRA		01/01/2012 - 12/31/9999	
Waive Coverage without HRA		01/01/2012 - 12/31/9999	
Forced Waiver NO HRA		01/01/2012 - 12/31/9999	
Waiver Dental/Vision Only HRA		01/01/2012 - 12/31/9999	
Medical FSA			
Healthcare FSA		01/01/2012 - 12/31/9999	
Dependent FSA			

HRBEN0001 with Personnel Number, Enroll Date changed to Application Signature Date and “Get Offer” clicked

Maintain Health Plan

Pers.No. 222800 Test Test

Plan CW Optimum PPO

Start 01/01/2012 - 12/31/9999

☐ Stop participation in period

Option **Dependents**

Select.	Name	Type of dep./ben.
<input type="checkbox"/>	Child Test	Child
<input checked="" type="checkbox"/>	Child Test	Child

Accept

HRBEN0001 New Medical Plan Election Clicked, Pop Up Box created, New Dependent Added

Maintain Health Plan

Pers.No. 222800 Test Test

Plan CW Optimum PPO

Start 01/01/2012 - 12/31/9999

☐ Stop participation in period

Option **Dependents**

Plan options

Health Plan Opt KEHP

Dependent Cover Parent Plus

Costs USD Semi-monthly

Employee	124.80	<input checked="" type="checkbox"/> Deductions Pre-
Employer	336.64	

Accept

HRBEN0001 New Option chosen in Pop Up Box

Maintain Flexible Spending Account

Pers.No.

222800

Test Test

Plan

Dependent Care FSA

Start

01/01/2012

-

12/31/9999

☐

Stop participation in period

Target contribution period 01/01/2012-12/31/2012

Contribution

2,000.00

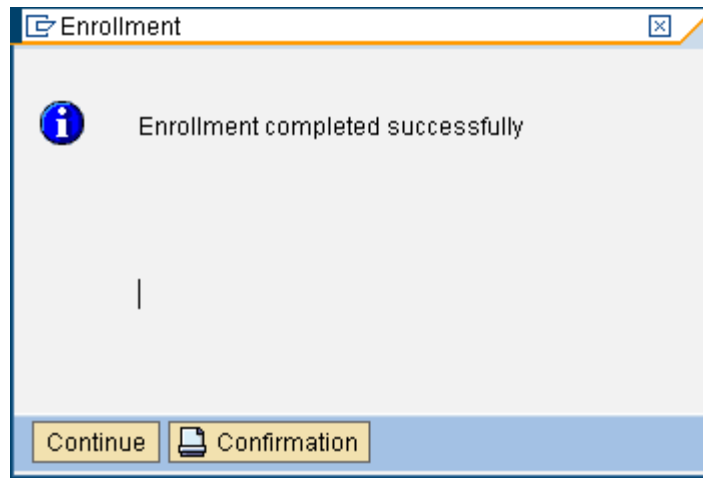
USD

Accept

HRBEN0001 New Dependent Care FSA Election Clicked and Annual Amount Entered

[illegible]

HRBEN0001 Pop Up Box After Enroll is clicked the first time



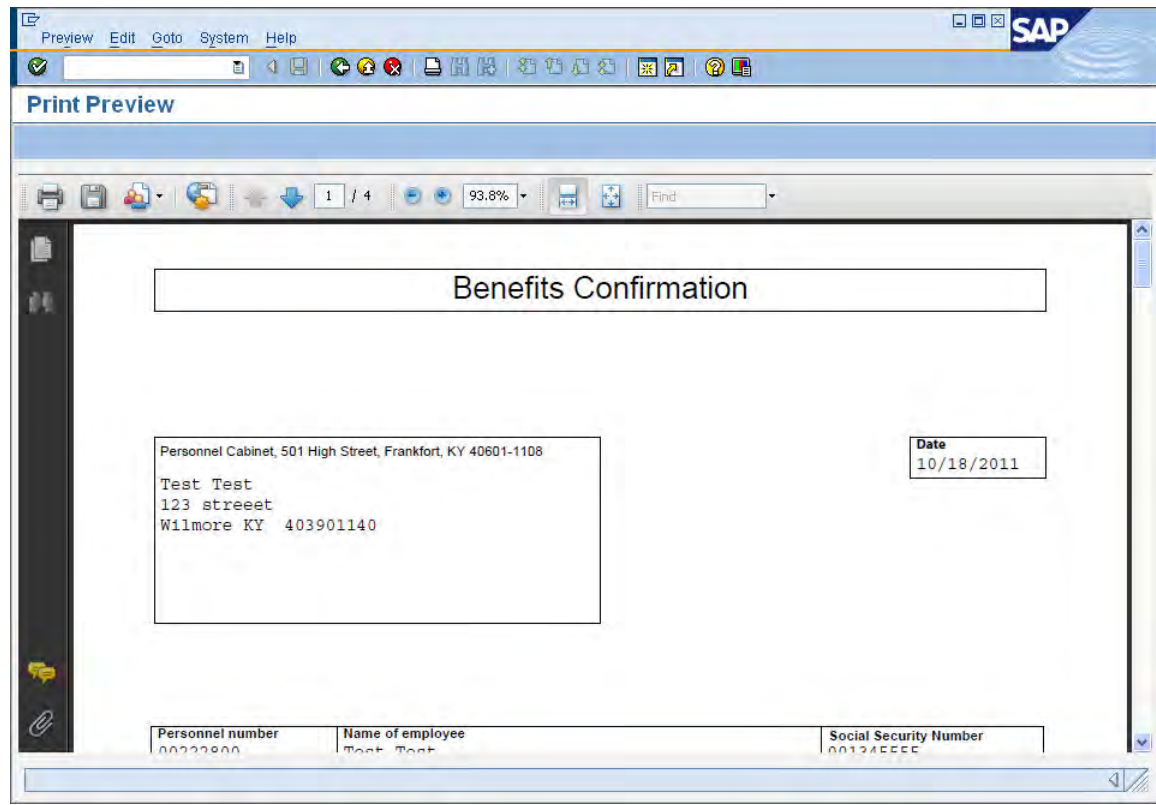
HRBEN0001 after Enroll is clicked the second time

The screenshot shows a window titled "Print" with a blue header bar. The "Output Device" is set to "ZPDF" and the "Frontend Printer" is set to "\\persnt32\DEI-Savin". Below this, there are several sections:

- Spool Request**:
 - Name: PBFORM LOCL RWM0030
 - Cover Page Text: (empty text box)
 - Authorization: (empty text box)
- Spool Control**:
 - ☒ Print Immediately
 - ☒ Delete After Output
 - ☐ New Spool Request
 - ☐ Close Spool Request
 - Spool Retention Per. 8 Day(s)
 - Storage Mode Print only
- Number of Copies**:
 - Number of Copies 1
- Cover Page Settings**:
 - SAP Cover Page Do Not Print
 - Recipient(s) (empty text box)
 - Department (empty text box)

At the bottom, there are three buttons: "Print", "Print Preview", and a red "X" button.

HRBEN0001 after Confirmation button is clicked and Output Device is changed to ZPDF or ZADS



Print Preview Screen you can click the print icon for a confirmation